

JITHESH KV

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To actively contribute to the development and growth of the organization, where my knowledge and practical experience could be utilized to the optimum extent while gaining more knowledge and experience to achieve my career pinnacle in an organization.

Professional Excellence Summary

- Self motivated, hardworking and result-oriented
- Strong Interpersonal Skill
- Quick learner

Career Snapshot

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| ➤ Keltron Component Complex Ltd., Kannur | Aug 2007 to Aug 2008 |
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Accounts

ITW India Ltd., Chennai	Aug 2011 to Feb 2012
Reinhold Wuerth India Pvt Ltd., Kochi	Feb 2013 to Jan 2014
Okey Trade Links, Ezhilode	Feb 2014 to May 2015
Trizone Marketing, Kochi	Mar 2016 to Jan 2018
KES Distributors, Trissur	Jan 2018 to Till Date

PROFESSIONAL EXPERIENCE IN ACCOUNTS

- Day to day activities like Bank and cash transactions, Invoices, Receipts, Payments etc.
- Compile and analyze monthly financial receivable report.
- Bank Reconciliation & Ledger Reconciliation
- Handling Sales cash and petty cash and its daily reconciliation.
- Examine Journal vouchers, general ledger reconciliation and numerous analyses including Profit & Loss variance, intercompany accounts and aging
- Handling Travel expense, Payroll, Hotel and Transport, secured and finalized all financial arrangements.
- Preparing vouchers, cheques, accounts statements, and reports for accounts receivable and payable.
- Journal entries, month-end close and collection vouchers.
- Facilitate communication with the internal and external audit.
- Ensure compliance with accounting deadlines.
- Maintain ledger for sales and purchase making vouchers and entries in computer.
- Perform accounts payable functions for company expenses.

Educational Qualification & Courses

- B.Com with Computer Application in Kannur University.
- MBA- Financial Management in Annamalai Univerisity.

Skills and Achievements

- Tally
- Microsoft Word and Excel
- Internet, Email, Microsoft Outlook and Outlook Express

Personal Data

Date of Birth : 05th June 1990

Marital Status : Single

Nationality : Indian

Languages known : English, Hindi, Malayalam & Tamil

Declaration

I hereby declare that the information given above are true and correct to the best of my knowledge and belief.

JITHESH K V